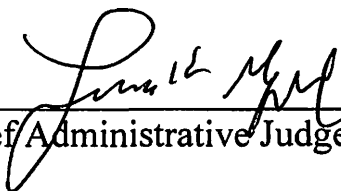


**ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS**

Pursuant to the authority vested in me, I hereby promulgate the following guideline for judges and justices of the Unified Court System, including judges of the Housing Part of the New York City Civil Court, in complying with the provisions of section nine of the Judiciary Law, as enacted by chapter 376 of the Laws of 2020:

Each such judge or justice who recuses himself or herself in an action, claim, matter, motion, or proceeding shall, where required by section nine, provide the reason for such recusal in writing or on the record. To provide such reason in writing, a judge or justice may use the form attached as Appendix A, a copy of which shall be filed with the clerk of the court.



Chief Administrative Judge of the Courts

Dated: 1/12/2021

AO/24/2021

APPENDIX A



REASON FOR RECUSAL (JUD. LAW §9)

(Name of proceeding)

I hereby recuse myself in the above-entitled proceeding. In accordance with section 9 of the Judiciary Law (check as appropriate):

I decline to provide a reason for this recusal because: (i) pursuant to the exception prescribed in section 9, provision of a reason may result in embarrassment, or is of a personal nature, affecting me or a person related to me within the sixth degree by consanguinity or affinity; or (ii) pursuant to statute or caselaw, the reason for my recusal must be kept confidential.

I am recusing myself because:

A. I wish to avoid any potential appearance of impropriety that my impartiality might be questioned as it may appear that (provide reason):

B. I have a personal bias or prejudice concerning a party to the proceeding

C. I have personal knowledge of disputed evidentiary facts concerning the proceeding

D. I served as a lawyer in the matter in controversy in this proceeding

E. A lawyer with whom I previously practiced law served, during my association with him or her, as a lawyer concerning the matter in controversy in this proceeding

F. I have been a material witness concerning the matter in controversy in this proceeding

G. I (or my spouse or minor child residing in my household) may have an economic interest in the subject matter in controversy in this proceeding or in a party to the proceeding, or I may have any other interest that could be substantially affected by the proceeding

H. I (or my spouse or a person I know to be within the sixth degree of relationship of either myself or my spouse or the spouse of such person) am a party in this proceeding

- I. I (or my spouse or a person I know to be within the sixth degree of relationship of either myself or my spouse or the spouse of such person) am an officer, director, or trustee of a party in this proceeding
- J. I (or my spouse or a person I know to be within the sixth degree of relationship of either myself or my spouse or the spouse of such person) have an interest that could be substantially affected by the proceeding
- K. I (or my spouse or a person I know to be within the fourth degree of relationship of either myself or my spouse or the spouse of such person) am acting as a lawyer in this proceeding or am likely to be a material witness in this proceeding
- L. While a candidate for judicial office, I made a pledge or promise of conduct in office that is inconsistent with the impartial performance of the adjudicative duties of the office or, at any time, I have made a public statement not in my adjudicative capacity that commits me with respect to an issue in the proceeding or to the parties or controversy in the proceeding
- M. I am otherwise required by law (identify statute: _____) to recuse myself
- N. I am recusing myself for a reason other than one listed in B through L hereof on the basis of an advisory opinion issued to me by the Advisory Committee on Judicial Ethics pursuant to section 212(2)(l) of the Judiciary Law

Title: _____

Date: _____

NOTE: USE OF THIS FORM TO COMPLY WITH SECTION 9 OF THE JUDICIARY LAW IS NOT REQUIRED, ONLY SUGGESTED. A JUDGE OR JUSTICE RECUSING HIM OR HERSELF IN A PROCEEDING MAY INSTEAD PROVIDE THE REASON THEREFOR IN ANY OTHER WRITTEN FORM OF HIS OR HER CHOICE. ALTERNATIVELY, HE OR SHE MAY PROVIDE SUCH REASON ON THE RECORD OF THE PROCEEDING OR, IF NO RECORD IS MADE OF THE PROCEEDING, IN ANY OTHER WRITTEN FORM THAT HIS OR HER COURT MAKES AVAILABLE FOR PUBLIC VIEW, INCLUDING BUT NOT LIMITED TO A COURT WEBSITE.